This message was sent out earlier today as a Network Management message.

       NETWORK MANAGEMENT

                  9/26/95

MEMORANDUM

From: Michael D. Sherwin, AA/M

TO: All Personnel

**SUBJECT: Use of USAID Automation Technology and Communications
      Systems**

This announcement is applicable to all USAID direct-hire and contractor personnel who directly or indirectly use or access automation equipment (e.g., desktop workstations, printers, modems, microcomputers),software applications (e.g., WordPerfect, Harvard Graphics, Lotus Notes),and communications devices and venues (e.g., modems, telephones, FAX machines, e-mail) that are owned or
operated by the U.S. Agency for International Development (USAID).

Automation equipment, software applications, and communications devices and venues owned or operated by USAID are to be used only in support of official U.S. Government business. Use of such equipment for any purpose other than official U.S. Government business will not be tolerated.

It is inconsistent with the purpose of official business when Agency resources are used to, among other things: create, store, transmit, or reproduce materials or images that are obscene, pornographic, or present a negative view of any race, sex, culture, religion, handicapping condition, or sexual preference.

Individuals or groups of individuals using USAID automation equipment and communications resources for purposes that are inconsistent with official business will be subject to disciplinary action, which may include loss of system privileges and/or dismissal.

References:
1. USAID Handbook 30, Chapters 5 & 6
2. Foreign Affairs Manual, Chapter 3, Section 620
3. Information Resources Management Handbook, Management Series
    500
4. Standards of Ethical Conduct 5 C.F.R. 2635.704

Concurrence: Tyler Posey, GC/EA
           Betty Mills, M/HR/PS
           Gordon Ransom, IG/I
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